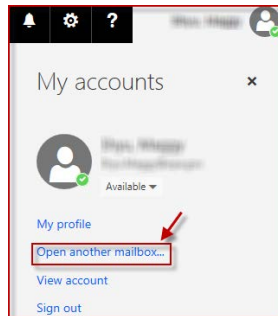


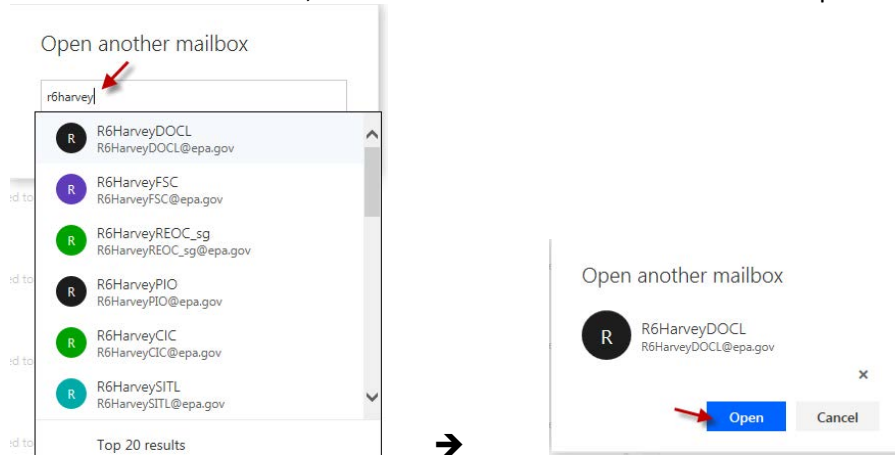
# Managing Mailboxes in OWA (Outlook Web App)

August 28, 2017

- Access ONE EPA Workplace.
- Click on “My Workplace”, “Office 365”, “Mail”
- Under your name in the top right hand corner there will be a drop down arrow next to your name.
- Select this and choose to “open another mailbox”



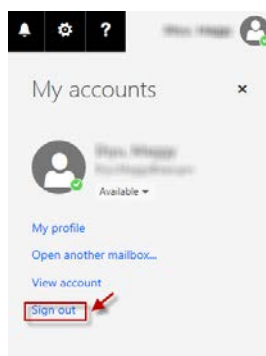
- Type the name of the mailbox, browse for the mailbox name and select Open.



- You'll now be in the shared mailbox.

To sign out from this share mailbox:

Under your name in the top right hand corner there will be a drop down arrow next to your name. Select “Sign Out” to close this share mailbox.



**Bookmark this shared mailbox on the “Favorite Bar”:**

- While you are in the shared mailbox, Favorites, Add to Favorite Bar.
- You will see it displays on the top.